

**Solicitation
From the
State of Maryland
Maryland School for the Deaf
Board of Trustees**

Section I: Cover Sheet

Date: October 2, 2020

Intent of this RFP

The Maryland School for the Deaf Board of Trustees is solicit and engage a professional and knowledgeable firm (agency, company, corporation, consultant, etc.) to conduct a comprehensive, national executive search for the Maryland School for the Deaf Board of Trustees ("Board") for the purpose of identifying and attracting the best qualified candidates for the position of Superintendent.

The Board intends to engage the selected firm for the period necessary to select by early May 2021 and appoint the best qualified candidate for a term to begin on or before July 1, 2021.

- A. Solicitation Identification : MSD FC 160002
- B. Solicitation Title: Request for Proposals Maryland School for the Deaf Superintendent Search
- C. Procurement Officer: Tony Middleton
Maryland School for the Deaf
101 Clarke Place
Frederick, MD 21705
Email: tony.middleton@msd.edu

Mailing Address: Post Office Box 250
101 Clarke Place
Frederick, MD 21705-0250

Telephone (301) 360-2012

- D. Bid Due Date:

Bid must be delivered to the office of the Procurement Officer by **2:00 p.m. on 10/22/2020**. Bids can be delivered through email tony.middleton@msd.edu, opening will not be a Public Bid opening because of the COVID 19 epidemic. The Bid Opening will be on 10/22/2020 at 2:30pm, via a Zoom bid opening.

E. Minority Business Enterprises:

Minority Business Enterprises are encouraged and invited to respond to the solicitation notice. The Maryland School for the Deaf actively supports the statewide MBE program and invites the participation of minority businesses in this business opportunity.

F. Solicitation Source:

An offeror who has received this solicitation from a source other than the Procurement Officer should immediately notify the Procurement Officer to add its name, address and telephone number to the Procurement officer's Contractor list. If such an offeror fails to notify the Procurement Officer, the offeror accepts full responsibility for any failure to notify it of any communications, such as Addenda, issued by the Procurement Officer.

End Section I

SECTION II: GENERAL SOLICITATION INFORMATION

A. PUBLIC INFORMATION ACT NOTICE

Offerors should give specific attention to the identification of those portions of their bids that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

B. ARREARAGES

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

C. CANCELLATION OF SOLICITATION

- i. The Agency reserves the right to cancel this solicitation in whole or in part at any time as provided for in COMAR 21.06.02.02.

D. REJECTION OF INDIVIDUAL PROPOSALS

The Agency reserves the right to reject in whole or in part any proposal as provided for in COMAR 21.06.02.03.

E. AMENDMENT ACKNOWLEDGMENT

The offeror must acknowledge receipt of all amendments, addenda, or changes in this solicitation.

F. PROPOSAL DURATION

A vendor's proposal is irrevocable for 90 days following the closing date for submissions.

G. QUESTIONS AND COMMUNICATIONS

1. Authority

All communications regarding this solicitation are to be made solely through the Procurement Officer or his designee. Only information communicated by the Procurement Officer or his designee shall be the official position of the Agency.

2. Submission

Questions regarding this solicitation may be directed verbally to the Procurement Officer or the designee; however, the Procurement Officer reserves the right to require that the offeror submit the question in writing.

3. Timeliness

All questions, either verbal or written, should be submitted in a timely manner, i.e. early enough to be received by the Procurement Officer at least two weeks before the bid due date. The Procurement Officer shall, based on the availability of his time to research and communicate an answer, decide whether he can answer an untimely submitted question before the bid due date.

4. Distribution

In the event that written questions are submitted, the questions and the answers, as well as any amendments to the solicitation, will be sent to all of the firms on the Procurement Officer's vendor list. If, therefore, a firm receives a copy of this solicitation from a source other than the Procurement Officer, it should notify the Procurement Officer to add its name to the Procurement Officer's vendor list.

H. BID SUBMISSION

- 1 All documents submitted by the offeror must be typewritten or written legibly in ink and sent in PDF format.
2. All erasures or alterations on any documents submitted by the offeror must be initialed in ink by the offeror.
3. All bids will be sent to the Procurement Officer's email (tony.middleton@msd.edu)
4. The bid must be submitted in an email in PDF format. It is recommended to put the Solicitation Identification number on the Subject Heading of the email.

I. PROTESTS

Any protest regarding this solicitation must be filed in writing with the Procurement Officer only. If the reason for the protest is apparent before the proposal opening, the protest must be filed before the proposal opening. In all other cases, the protest must be filed within 7 calendar days after the reason for the protest is known or should have been known.

The term "filed" means receipt by the Procurement Officer who has issued this solicitation.

The protest must be in writing and must contain (1) the name and address of the protester; (2) the appropriate identification of the solicitation and, if a contract has been awarded, the contract number if it is known; (3) a statement of the reasons for the protest; and (4) any supporting exhibits, evidence, or documents to substantiate any claims unless the documents are not available within the filing time, in which case the date by which the supporting documents are expected to be available is to be noted.

The Procurement Officer will respond to the protest in writing as expeditiously as possible. If the protester wishes to appeal the Procurement Officer's decision, the appeal shall be made to the Maryland Board of Contract Appeals only. The Board of Public Works will not consider a protest or an appeal of a protest.

J. MULTIPLE OR ALTERNATE PROPOSALS

Unless otherwise stated in SECTION III: SPECIFIC SOLICITATION INFORMATION of this solicitation, multiple or alternate proposals will not be accepted.

K. BID OPENING

Bid will be publicly opened at the time when the bids are due. The bid opening will occur at the address of the Procurement Officer.

L. BID FORM

Each bidder **MUST** complete the BID FORM in this solicitation package and return it with the Bid.

M. LOW NOISE SUPPLIES

Material, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

N. PROHIBITION AGAINST SHIFTING MARYLAND INCOME TO OUT OF STATE AFFILIATES.

The Contractor may not for any period during the contract term, seek to reduce the amount of the Contractor's income subject to Maryland income tax by payments made to an affiliated entity or an affiliate's agent for the right to use trademarks, trade names or other tangible property associated with the Contractor. The Contractor agrees that during the course of this contract it shall not make any such royalty or similar payments to any affiliated company; and if not such royalty or similar payments are made, the Contractor and the affiliated company shall file separate Maryland income tax returns and pay their respective Maryland income taxes in such a manner that the Contractor does not claim a deduction against Maryland income tax for such payments, and the affiliated company receiving the royalty or similar payment files Maryland income tax returns and pays Maryland tax, under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which Contractor does business. The Contractor agrees that it is authorized to bind affiliated entities of the terms hereof.

O. CONFLICT OF INTEREST

Potential Offerors should be aware that the State Ethics Law, State Government Article, § 15-508, might limit the selected Contractor's ability to participate in future related procurements, depending upon specific circumstances.

The successful Offeror will provide services to the State and must do so impartially and without any conflicts of interest. The Contractor will be required to complete a Conflict of Interest Affidavit. A copy of this Affidavit is included as ATTACHMENT 1 of this RFP. If the Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the Procurement Officer may reject an Offeror under COMAR 21.06.02.03B.

END SECTION II.

SECTION III - DETAILED SPECIFICATIONS

A. Background

- a. Founded in 1868, Maryland School for the Deaf (MSD) is a state-funded educational institution serving deaf and hard of hearing students from birth to 21 years. MSD serves and supports over 450 students and their families at two campuses: Frederick, established in 1868, and Columbia, established in 1973. The Frederick campus consists of a total of 299 students and 326 faculty, staff, and administrators. The Columbia campus consists of a total of 158 students and 180 faculty, staff, and administrators.
- b. The Maryland School for the Deaf (MSD), strives to provide an equitable and exemplary education for all students in a nurturing, engaging, and challenging environment, ensuring that students achieve personal excellence and responsible lifelong learners. The mission of MSD is to provide American Sign Language (ASL) and English language models for early acquisition, and to provide linguistically enriched ASL and English environments for the attainment of fluency of both languages
- c. The Board of Trustees (Board) of the Maryland School for the Deaf is the policy-making body responsible for the governance and strategic operations of the school and oversees the work of the superintendent. With Senate advice and consent, the Governor appoints the Board's nineteen members to six-year terms. Each geographic region of the state is represented by at least one member of the Board, and at least six of the members are deaf. The current Board membership consists of leaders representing a variety of fields and disciplines, such as K-12 and higher education, government and public policy, mental health, and informational technology.
- d. The MSD Superintendent is appointed by the Board of Trustees. The superintendent is responsible for the overall administration of the school and recommends appropriate action to the Board.

B. QUALIFICATIONS

1. The selected firm must have experience in conducting a successful search (selection of a candidate and acceptance of a position, as facilitated by your firm) for a Superintendent or senior-level administrative leader for a K-12 school district or major program. Experience working with schools or educational programs serving deaf and/or hard of hearing students is preferred. If a firm does not have such experience or does not submit information in the proposal regarding this qualification, the proposal may be deemed non-responsive and may be eliminated from further consideration.

C. SCOPE OF SERVICES

The basic scope of services shall include the following:

Conduct all aspects of the recruitment process as directed by the Board Co-chairs selected by the President manage and oversee the process.

2. Work with Board-designated search committee members and others.
3. Work with Board co-chairs to develop a plan and timeline for the search that includes community involvement while balancing the need for confidentiality of applicants.
4. Meet with the Board to assess Board priorities, goals, and objectives in order to assist the Board in determining and articulating criteria and qualifications necessary for selecting a superintendent.
5. Develop and implement a plan to provide and facilitate community input and engagement regarding desired superintendent skills, characteristics, and qualifications. Such a plan should include school stakeholders, including parents and parent organizations, employees (faculty and staff), alumni, the MSD Foundation, and others.
6. Coordinate and facilitate activities (e.g., focus groups, surveys, interviews) in support of data collection for item 5.
7. Prepare and distribute materials as necessary to advertise position.

8. Advise the Board and MSD Chief Human Resources Officer about any disparity between the State of Maryland compensation package for the Superintendent and similar positions in like schools.
9. Nationally advertise and recruit qualified candidates.
10. Conduct initial screening of all applications in identifying qualified applicants for search committee review.
11. Coordinate and facilitate search committee review of qualified applicants and identification of applicants to be interviewed.
12. Coordinate and facilitate the interview process.
13. Facilitate the search committee's evaluation and ranking of qualified applicants in accordance with appropriate criteria.
14. Conduct appropriate background checks and interviews of qualified applicants and include the results as part of the information provided to the Board for those recommended for consideration by the Board.
15. Maintain strict confidentiality throughout the search process as directed by the Board
16. Prepare reports and recommendations to the Board, as requested.
17. Provide any other assistance to the Board as necessary to facilitate its final selection of a superintendent for a term to begin on or before July 1, 2021.

D. INSTRUCTIONS

Please provide the following information:

1. A brief history and description of your firm including your relevant experience in providing the services in which you are currently or in the past five (5) years have been involved. Specifically address how the firm meets the Qualifications specified in Section Part B.
2. Name, address, phone, and email addresses of principal employees. Provide resumes of the individual(s) who will be working on this project.

3. Indicate name and contact information of the lead consultant who will be assigned to this contract for the duration of the search process, through and including the hiring of a Superintendent.
4. Provide references of other school districts and/or programs with which your firm has worked. Please include contact information for each.
5. Services your firm utilizes to assist school districts in identifying qualified candidates. Describe the unique expertise provided by the firm's staff and list firm staff and the qualifications of those working on this project.
6. Address each of the items listed in the Scope of Services. Describe the methodology used by the firm for this search process and the role of the search firm at each step in the process. Describe detailed activities that are to occur, a timeline, significant milestones, and anticipated deliverables.
7. Describe how the Board, staff, and interested community members, including parents, faculty and staff, alumni and others, can be involved in developing the criteria for selection of a superintendent.
8. In the event your firm requires a contract to be signed in order for the Board to utilize your services, please submit a sample copy of the contract. The contract will be governed by Maryland law.
9. The firm's pricing proposal shall be a firm fixed price to include a schedule and the amount or rate of compensation desired for the services outlined in your proposal. Specifically identify all items included in the compensation schedule.
10. The firms shall submit their audited financial statements. The company should be profitable for the last three (3) years. Financial data will be held confidential if so requested.
11. Provide any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications and the process you would use to recruit a superintendent or senior administrative leader for the Board.

D. EVALUATION CRITERIA

The determination of those that are qualified, interested, and available and the Board's choice of the best qualified will be based on the following criteria:

The search firm's proposed approach to the work, and how it meets the Board's needs.

Qualifications and experience relevant to the scope of work including specific experience recruiting and placing superintendents of school districts of similar size. This includes the personnel that will be assigned to the search.

Past performance as determined by recent and relevant contracts. Evaluation will be based on information obtained from references provided by the firm as well as other relevant past performance information obtained from other sources known to the Board.

Fee structure

F. SELECTION OF THE SEARCH FIRM

1. The Board reserves the right to ask clarifying questions about submitted proposals. Firms may also ask questions that they may have related to this RFP prior to submitting their responses, see **I. Schedule of Events**. Only proposals received by the deadline will be considered. Proposals will be screened down to a few finalists. The Board will invite the finalists to make a presentation. All respondents will receive written notification regarding the final selection.

G. SUBMISSION GUIDELINES

1. Proposals shall be submitted in the same order as the RFP. Proposals must contain all required information to be considered responsive. Vendors may request an electronic copy of the word document for Part A and Part B in order to complete their response.
2. All proposals must be submitted via email to the procurement officer listed below. No faxes or hard copies of proposals will be accepted. Proposals are to be received no later than **2:00 p.m., on 10/21/2020**. Submit responses of the entire RFP proposal to:

Tony Middleton
Maryland School for the Deaf
101 Clarke Place
Frederick, MD 21705
Email: tony.middleton@msd.edu

3. Please note that the State of Maryland or the Maryland School for the Deaf shall not be responsible nor be liable for any costs incurred by the vendor in the preparation and submission of their proposals and pricing.

H. PROJECT OFFICER

1. The Maryland School for the Deaf project officer for this proposed procurement is:

Tony Middleton
Maryland School for the Deaf
101 Clarke Place
Frederick, MD 21705
Email: tony.middleton@msd.edu

2. All prospective firms are cautioned that information relating to the proposed procurement may be obtained only from **Tony Middleton, Procurement Officer, The Maryland School for the Deaf.**
3. Once the contract is awarded Krista Leitch Walker will be your point of contact.
4. Any attempt to solicit information from other sources within the Maryland School for the Deaf may be cause for rejection of the firm's proposal.

Frederick Campus
101 Clarke Place, P.O. Box 250
Frederick, Maryland 21705-0250
(301) 360-2000 (Voice)
(240) 575-2966 (Videophone)
(301) 360-1400 (Fax)
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I. SCHEDULE OF EVENTS

1. The anticipated schedule for activities related to this RFP is as follows:

Event	Date
RFP issued	10/2/2020
Questions due	10/20/2020 End of Business
Proposals due	10/22/2020 at 2pm
Interview finalist firms	10/30/2020
Anticipated award date	11/2/2020 – 11/6/2020

2. All dates are subject to change at the discretion of the Maryland School for the Deaf Board of Trustees.

J. ADDENDA/ERRATA

1. Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the bidder's responsibility to check eMaryland MMarketplace Advantage, [eMaryland Marketplace Advantage](#) or contact **Tony Middleton, tony.middleton@msd.edu** to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

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K. eMaryland Marketplace Advantage

1. As of June 1, 2008, Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage (eMMA). Registration with eMaryland Marketplace Advantage is free. It is recommended that any interested supplier register with eMaryland Marketplace Advantage regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

L. INQUIRIES

1. Inquiries regarding this solicitation must be submitted to Tony Middleton, tony.middleton@msd.edu
2. Questions are due by close of business **10/19/2020**.
3. Responses will be sent out and posted 10/19/2020 on eMaryland Marketplace Advantage. The MSD Board of Trustees will not be responsible for explanation or interpretation.
4. **Vendor contact with any other MSD Board member or MSD employee regarding this solicitation until the contract is awarded by the Board will be considered as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response.**

Payment and Documentation:

1. Invoices for all services rendered are to be sent to the following address:

Accounts Payable
Maryland School for the Deaf
Post Office Box 250
Frederick, Maryland 21705
Or email to:
accounts.payable@msd.edu
End Section III

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SECTION IV - FORM INSTRUCTIONS

A. BID FORM

1. GENERAL

The bidder **MUST** use the form provided, although the form may be copied as needed by the bidder.

2. FORM COMPLETION

Complete the following:

- A. BIDDER NAME - The name of the firm submitting the bid.
- B. BIDDERS ADDRESS - The current address for mailing correspondence,
- C. BIDDERS PHONE NUMBER - Please list current phone number, any toll free numbers that are available.
- D. BIDDERS FAX NUMBER – Please list the current fax number, any toll free numbers that are available.
- E. BIDDERS SIGNATURE - The signature of the person who is authorized to commit the firm.
- F. DATE - The date when the BID FORM is due.
- G. PRINT BIDDERS NAME - Please print the person name that is signing the Bid Form.
- H. BIDDER TITLE - Please print the Title of the person signing the Bid Form.
- I. BIDDER FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER.

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For individuals and sole proprietors, this number is to be the Contractor's Social Security Number. For all other types of organizations, this number is to be the Federal Employer Identification Number.

END OF PAGE

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BID FORM

SOLICITATION NUMBER: MSD FC 160002

BIDDER NAME: _____

BIDDER ADDRESS: _____

BIDDER PHONE NUMBER: (____) _____

BIDDER FAX NUMBER: (____) _____

BIDDER EMAIL ADDRESS: _____

BIDDER SIGNATURE: _____ Date: _____

PRINT BIDDERS NAME: _____

BIDDER TITLE: _____

BIDDER FEDERAL EMPLOYER'S IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER, AS APPROPRIATE: _____

The Consultant/Company submits the following price:

TOTAL Price \$ _____

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Attachment 1 - Conflict of Interest Affidavit And Disclosure

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)